



Administrative Assistant

Horizons Engineering Inc. is a reputable midsize Civil and Structural Engineering, Environmental services and Land Surveying firm, that proudly serves New Hampshire, Maine, and Vermont with expertise and dedication. With eight office locations strategically located across the region, we are deeply rooted in our communities and committed to delivering innovative solutions to our clients.

Horizons has an immediate opening for an **Administrative Assistant** in our **Littleton, NH office**. This position will provide support to project managers and staff, assisting in daily office needs, managing general administrative activities for multiple office locations, and assisting project managers in the preparation of applications and reports.

Ensures efficient office operation, supports the office staff by carrying out common office duties and project-related tasks. Maintains a positive and friendly company image by acting as the first line of contact to visitors, clients, and staff.

Our staff at Horizons is a close-knit group of hard-working individuals that value client service, design innovation, and a no-nonsense approach. The successful candidate will have a strong work ethic, desire to learn, and interest in working in a fast-paced environment in support of a wide range of civil engineering projects throughout northern New England.

Essential Job Duties:

- Assists Project Managers and Staff in the preparation and production of reports, plans and applications including formatting, high volume production, and delivery of relevant documents
- Formats word and PDF documents and presentations
- Answers phone calls and transfers them as necessary
- Responsible for equipment operation such as copier and phones, schedules repairs as necessary
- Manages correspondence by answering emails and sorting mail
- Handles client receipts, mail machine, credit card processing and bank deposits
- Manages reception area and directs visitors
- Maintains stock lists and orders office supplies as needed
- Interacts with staff and carries out their requests
- Creates agendas and maintains company calendar
- Assists in distributing client invoices and statements
- Maintains accurate records and insurance for company vehicles and equipment
- Communicates with relevant agencies to obtain and record vendor Certificates of Insurance
- Manages outgoing post and records data on special deliveries
- Scans and files appropriate documents as needed
- Maintain company memberships and subscriptions, register employees for special events

- Follows QA/QC Program guidelines and ensures uniformity of all Horizons documents
- Assists in planning and arranging events.
- Other duties as assigned.

Required Skills and Qualifications:

- Bachelor's Degree in related field, preferred
- 3+ years' experience in a **fast-paced office environment**
- Multi-tasking and time-management skills, with the ability to prioritize tasks
- Must be ok with handling high volume production and meeting tight deadlines
- Familiarity with concepts, practices and procedures related to the business of engineering and surveying
- Strong Attention to Detail and Accuracy
- Excellent verbal and written communication skills
- Proficient in a variety of computer software applications including Microsoft Office Suite (Word, Excel, Outlook) and Adobe Acrobat
- Comfortable handling confidential information
- Must have own vehicle

Benefits:

At Horizons Engineering Inc., we prioritize the well-being and professional growth of our team members.

- **Competitive Salary and Insurance Benefits:** We offer a competitive salary along with comprehensive insurance benefits that cover health, dental, and life insurance. This ensures our employees, and their families, have the necessary support and peace of mind.
- **Paid Time Off:** Employees enjoy paid holidays and personal time off, allowing for a healthy work-life balance and the opportunity to recharge and spend time with loved ones.
- **401k Plan:** Our company 401k plan helps employees save for their future and plan for a comfortable retirement.
- **Continuing Education Support:** We believe in the importance of lifelong learning and professional growth. Horizons Engineering provides support for continuing education, including reimbursement for professional development courses, certifications, and seminars.
- **Supportive Work Environment:** Our workplace culture is supportive and inclusive, with ample opportunities for career advancement. We pride ourselves on fostering a work-life balance and providing flexibility to meet the diverse needs of our team.
- **Dog-Friendly Office:** Understanding that pets are part of the family, our office is dog friendly, allowing employees to bring their furry friends to work.
- **Lunch 'n Learns:** We regularly host Lunch 'n Learns where employees can enjoy a meal while engaging in informative sessions on various topics related to their professional and personal development.
- **Annual Company Party:** To celebrate our collective achievements and build camaraderie, we host an annual company party, providing a fun and relaxed environment for employees to connect and unwind.

At Horizons Engineering, we are dedicated to creating an environment where our employees can thrive both professionally and personally. Our comprehensive benefits package is a testament to our commitment to our team's overall well-being and success.

Interested candidates should forward a cover letter and resume to:

Human Resources Manager
Horizons Engineering Inc.
34 School Street
Littleton, NH 03561
Or via email to hrmgr@horizonsengineering.com

For more information, check us out on Facebook or at www.horizonsengineering.com

Horizons Engineering Inc. Is an equal opportunity employer